

[illegible]

PERFORM (DLA)

PREVIOUS EDITION IS OBSOLETE.

DLA FORM 46, AUG 97 (EG)

001162

PERFORMANCE RATING			
EMPLOYEE NAME (Last, First, MI)	NOTE: Read Instructions on reverse before completing form.	PERIOD COVERED	FROM: 1 JANUARY 1999 TO: 31 DECEMBER 1999
SEKIYA, LINDA D.	POSITION TITLE AND GRADE PROPERTY DISPOSAL TECHNICIAN, GS-1107-07	SOCIAL SECURITY NUMBER 575-48-2664	DATE 15 JULY 2000 OFFICE SYMBOL ACAP
RATING LEVEL	SECTION I - CRITICAL JOB ELEMENTS AND ANNUAL RATING		
	CRITICAL JOB ELEMENT		
3	1. Administer the DRMO Demilitarization and Precious Metals Program. Ensures compliance with regulations, policies and procedures. Maintains liaison with generators, transportation office to coordinate disposition of sensitive property.		
3	2. Promotes Demilitarization and Precious Metals Program through customer contact and visitation. Fully explains all services available and procedural and regulatory requirements of the DEMIL and PM program.		
3	3. Inventory management of sensitive property.		
3	4. Management of the DEMIL Challenge Program.		
3	5. Transfer, donation and sales of DEMIL property.		
3	6. Customer Service: Provides staff/customer assistance and maintains high professional standards in all interpersonal contacts.		
3	7. Provides administrative support and management of time and attendance for the Property Management Branch.		
IF:	SUMMARY RATING IS:	SUMMARY RATING ("X")	TYPED OR PRINTED NAME AND OFFICE SYMBOL OF APPRAISING SUPERVISOR
ALL ELEMENTS RATED 3	FULLY SUCCESSFUL	X	Godfrey Ching, DRMO ACAP
LOWEST ELEMENT RATED 2	MINIMALLY ACCEPTABLE		TYPED OR PRINTED NAME AND OFFICE SYMBOL OF APPROVING OFFICIAL (IF RATING FALLS BELOW FULLY SUCCESSFUL)
ANY ELEMENT RATED 1	UNACCEPTABLE		SIGNATURE OF EMPLOYEE
DATE RATING DISCUSSED WITH EMPLOYEE			DATE
1-31-00			1-31-00

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ALL ELEMENTS RATED 3	FULLY SUCCESSFUL	X	Godfrey Ching, DRMO ACAP		Godfrey Ching		1/16/01
LOWEST ELEMENT RATED 2	MINIMALLY ACCEPTABLE		TYPED OR PRINTED NAME AND OFFICE SYMBOL OF APPROVING OFFICIAL (IF RATING FALLS BELOW FULLY SUCCESSFUL)		SIGNATURE		DATE
ANY ELEMENT RATED 1	UNACCEPTABLE		TYPED OR PRINTED NAME AND OFFICE SYMBOL OF APPROVING OFFICIAL (IF RATING FALLS BELOW FULLY SUCCESSFUL)		SIGNATURE		DATE
			SIGNATURE OF EMPLOYEE		DATE RATING DISCUSSED WITH EMPLOYEE		

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